Submission Guidelines for EAWOP 2023

Introduction

As has been the case at recent Congresses, presentations at EAWOP 2023 are necessarily limited in number by the time available as well as the number of parallel sessions that are desirable. We have therefore sought to develop ideas for new modes of presenting to make the conference more accessible but also more participative and exciting. We are also seeking to support developments that raise the contribution of our profession.

Open Science
EAWOP is strongly in favour of the principles of Open Science and thus it is expected that every opportunity to network and share should be taken. For example, the audience for posters or papers should have easy access to presenter contact details and the slides/materials used or discussed. One way to achieve this is to use a web source for slides and further information such as recent papers or papers-in-preparation. This can be easily done using a printed or projected QR-code (there are many websites offering to help with QR code generation).

EAWOP Topic Areas
You will be asked to identify which of the 18 EAWOP topic areas that you feel your submission best fits. Given that our profession covers so many diverse areas, the list that you can choose from is necessarily quite long and you may not completely agree with its contents. Nonetheless, please do your best to make an appropriate selection as it helps us all a great deal when (a) we allocate reviewers and (b) when attendees at congress are searching for presentations that best suit their interests.

You will also be asked to provide up to three keywords for each submission to support searches for relevant content and to identify the most relevant audience – Academics, Practitioners, or both.

UN Sustainable Development Goals (2015)
The United Nations Member States has adopted the 2030 Agenda for Sustainable Development, with 17 Sustainable Development Goals (SDGs) for all nations to work toward. The goals that appear to be most relevant to WOP and which EAWOP wishes to promote at congress are:
- No poverty
- Good health and wellbeing
- Quality education
- Gender equality
- Decent work and economic growth
- Reduced inequalities
- Responsible consumption and production
- Peace, justice, and strong institutions
- Partnerships for the goals

We are asking submitters, if possible, to identify how their work contributes to the SDGs where that is the case.

Types of Submission
There are some new approaches to presentation suggested for EAWOP 2023. Please take time to look through the full set of possible presentations before deciding on your own target/s for submissions. Remember:

1. The language of submissions and presentation is English (UK English preferred).

2. The first author of an Abstract is considered to be the presenter of this contribution at the EAWOP congress. As first author, each person may submit a maximum of three submissions. If you are both the convenor, co-convenor or discussant of a Symposium/Forum and also a presenting author this only counts as one submission.

3. We strongly encourage submissions with multiple perspectives such as Academic + Practitioner or Practitioner + Client and we also encourage submissions with international collaborators.

4. To aid anonymised reviewing please ensure there is no identifying information in your abstract.

5. We may offer you a different category for your submission if recommended by reviewers

6. You or your named presenter MUST present **IN-PERSON**.

7. You or your named presenter MUST be registered to attend by **31st March 2023**, or the submission may be withdrawn from the programme. Presenters must register with an appropriate 3-day congress package.

8. Authors must disclose any commercial associations that might pose a conflict of interest in connection with the submitted article/presentation.

When you submit, the system will request a range of information that is important to the organising committee for various operational purposes, and these are required fields.

Reviewers required
When submitting, we strongly encourage you to volunteer as a Reviewer. As you can imagine, the more reviewers we have and the broader their expertise, the faster and more effective the Reviewing process should be. We would expect that reviews will be completed online within a four-week window.

Contact
If you experience any challenges that cannot be dealt with by reading the Submissions FAQ section, please email office@eawop2023.org

Submission Categories and Guidelines

Symposia

These are multi-presenter sessions that should be collaborative in nature and must have participants from at least two different countries and/or from academics and practitioners, e.g.:

      (a) Science
      (b) Practice
      (c) Science & Practice
      (d) Science & Practice & Client/End User

A Symposium provides reports of empirical research, innovative practice, and/or theoretical advances. Ideally it demonstrates real world impact or potential for impact.

Each Symposium has a chairperson/convenor and three to five presenters, or three to four presenters and a discussant. The lead person submitting the symposium proposal is designated as the **symposium chair**.

The time allocation is normally a maximum of 60 minutes based on 10 minutes per speaker or discussant plus 10 minutes Q&A.

All contributio ns to the symposium, in the form of a 5000-character Abstract for each element, must be gathered and submitted by the **symposium chair** through the on-line system. As an example, a symposium with four speakers would require the lead person to submit (1) an overall symposium Abstract, (2) four presenter Abstracts, and (3) personal details for all four people. If there is also a separate discussant whose role is to facilitate discussion and Q&A, the personal details for that person must also be provided but no Abstract is required for the discussant.

The overall Symposium Abstract (5000 character limit) should include:
1. Title of the symposium
2. What will be covered and why (including the contribution of any discussant)
3. Relevance to the Congress Theme
4. Research/Practical Implications
5. Overall conclusions

Abstracts (5000 characters limit) of an <u>empirical</u> oral presentation in a Symposium should include:
1. Title
2. Research goals and why the work was worth doing
3. Theoretical background
4. Design/Methodology/Approach/Intervention
5. Results obtained or expected (if not available, it must be made clear when they will be)
6. Limitations
7. Conclusions – research and or practical implications
8. Relevance to the Congress Theme
9. Relevant UN SDGs

Abstracts (5000 character limit) of a <u>theoretical</u> oral presentation in a Symposium should include:
1. Title
2. Theoretical background
3. New Perspectives/Contributions
4. Conclusions – research and or practical implications
5. Relevance to the Congress Theme
6. Relevant UN SDGs

Examples of symposia submissions

- A collection of presentations discussing empirical work or a combination of empirical and theoretical work about a common topic or research question.

- A collection of presentations discussing actual or potential work that implements WOP techniques or addresses WOP issues in organizations. These might include discussing new challenges in the work environment and innovative solutions to these challenges using the principles of WOP psychology.

- A collection of presentations focusing on a single collaboration or on multiple collaborative efforts between academics and practitioners and clients/end users. The focus could be on the issues related to conducting such collaborations or the results of such collaborations.

Oral Presentations

Oral contributions that can be:
>   (a) Science
>   (b) Practice
>   (c) Science & Practice

Oral presentations are expected to deliver innovative research or practice projects.

Presentation time is 15 minutes per contribution including three minutes for questions and discussion.

Submissions are made in the form of a 5000-character Abstract along with required personal details.

Abstracts (5000 characters limit) of a 15-minute oral presentation are structured:
1. Title of oral presentation
2. Research goals and why the work was worth doing
3. Theoretical background
4. Design/Methodology/Approach/Intervention
5. Results obtained or expected (if not available, it must be made clear when they will be)
6. Limitations
7. Conclusions – research and or practical implications/Originality/Value
8. Relevance to the Congress Theme
9. Relevant UN SDGs

7-minute Science - Oral Presentations

Single presenter sessions that can be:
>   (a) Science
>   (b) Practice
>   (c) Science & Practice

These are oral presentations presenting innovative research or practice where the presentation time is 7-minutes per contribution and the aim is to explain the key points as if to an intelligent lay audience, thus giving a short and precise coverage of a topic. They are often very high energy and fun sessions.

A maximum of 10 slides can be used, focussing on images with very few words.

More than ever, Psychologists need to be able to communicate to a broad audience, not just fellow scientists from within their specialism. A 7-minute Science talk provides a story about research that engages an intelligent, non-specialist audience and gets across the main 'take-away' message. The details of the work can be read or discussed later, but first other people must be interested, even enthusiastic, about the topic. This means being clear, straightforward, even simple. Good communicators take a willing listener on a journey with them. Get audience attention and summarise the topic in the first two minutes. Take them through the

substance of your talk in minutes three to six, then use the last minute to emphasise the main points they should take away with them.

Example
A researcher has developed a taxonomy of factors which influence the accuracy of performance ratings. The work has clear implications for future research where performance ratings are among the variables measured as well as the potential for substantial impact on practice, with better performance ratings supporting performance management and assessment practice. The presentation starts with a slide showing the theoretical background to the performance rating process, then briefly summarises the research and highlights factors that improve or detract from the quality of ratings. It finishes with a review of areas where the findings will have impact.

Abstracts (3500 characters limit) of a 7-minute Science oral presentation are structured:
1. Title of submission
2. Research goals and why the work was worth doing
3. Theoretical background
4. Design/Methodology/Approach/Intervention
5. Results obtained or expected (if not available, it must be made clear when they will be)
6. Limitations
7. Conclusions – research and or practical implications/Originality/Value
8. Relevance to the Congress Theme
9. Relevant UN SDGs

e-Posters – with or without Pre-recorded talk
For the Poland congress we are pioneering e-posters rather than the traditional paper poster. This has numerous advantages. For example, all posters will be available during the entire congress, and can be accessed for at least 12 months after the event. There are no printing costs nor problems with luggage on flights.

Poster will be viewable on the tablet or laptop of delegates with high quality rendition, zoomable format and the ability to link files such as complex figures or images.

There will still be interactivity since we will programme scheduled times when anyone wanting to talk with a poster presenter need only click a button to make electronic contact with that presenter. Up to 10 people can make contact at the same time and hold a group chat. Additionally, there is a simple messaging process built in to the viewing platform which allows extended contact to be made and which also allows people to set up physical meetings – we intend to support this with designated meeting spaces.

A further advantage is that presenters can pre-record a 3-minute video presentation and upload a viewable PowerPoint. This helps with the requirements of some universities for some kind of oral presentation to allow funding support.

Posters can cover:
  (a) Science
  (b) Practice
  (c) Science & Practice

While the submission of an Abstract for reviewing has a word limit of 500 words, the posters themselves should ideally use no more than 300 words plus supporting graphics. Posters are required to be in **landscape** format and further details will be provided in due course about file format and file size.

Abstracts (3500 characters limit) for an e-Poster are structured:
1. Title of submission
2. Research goals and why the work was worth doing
3. Theoretical background

4. Design/Methodology/Approach/Intervention
5. Results obtained or expected (if not available, it must be made clear when they will be)
6. Limitations
7. Research/Practical Implications
8. Relevance to the Congress Theme
9. Relevant UN SDGs
10. Poster only, or Poster with Video presentation

Panel Discussions

These sessions will include between 2 and 4 panellists and one facilitator, discussing a controversial topic from different perspectives.

These will typically be 60-minute sessions, with 45 minutes guided discussion/debate, followed by 15 minutes open discussion. There is the option to glean questions from the audience in advance and/or during the event. Other ways to structure a panel are of course welcome and a Town Hall format is also possible.

Submissions will require a 5000-character Abstract which clearly justifies inclusion in the programme and identifies the expertise of panellists plus their positions on the controversial topic.

Abstracts (5000 characters limit) for a Panel submission are structured:
1. Title, name, and affiliation for all panel members
2. Why this topic justifies inclusion in the programme, particularly its relevance to the congress theme
3. Why these panel members will add value
4. Implications for research and practice
5. Expected audience size and why
6. Relevant UN SDGs

Demonstrations

These sessions allow practical demonstrations of an intervention, technique or product in 30 to 45 minutes. There is expected to be minimal description and there must be an interactive element for the audience. Support materials should be available for later reference. While we accept that there may be a commercial aspect to the demonstration, the submission needs to make clear its contribution to this scientific programme.

Examples of possible structures of a Demonstration

Mindfulness
1. A brief introduction to Mindfulness
2. A guided mindfulness meditation
3. A case study of how mindfulness was used in an organization
4. A summary of the impact evidence

New Psychometric Instrument
1. A brief introduction to the theory and rationale of the instrument
2. An overview of the report structure
3. A video of an extract from a feedback session
4. A brief overview of validity/applications

Submissions will require a 500-character Abstract which clearly justifies inclusion in the programme and identifies the expertise of the presenter.

Abstracts (5000 characters limit) for a Demonstration submission are structured:
1. Title, name and affiliation for the presenter
2. Why this topic justifies inclusion in the programme - what are the takeaway benefits?
3. Description of the session specifying interactive element

4. Implications for research and practice
5. Expected audience size and why

Best Submissions

Where appropriate, your submission will be considered for Best Paper or Best Poster recognition. Reviewers will be asked to make recommendations and a team will further evaluate papers and posters during the event itself. There will be separate awards for each category of submission.

Keywords & Topics

When completing the online submission, you will be able to enter up to three keywords that will help attendees at the congress search for sessions that are particularly relevant to their own interests.

You will also be asked to identify which topic area your submission best fits from a drop-down list. There are 19 such topics and examples of what would sit within each of these topics are set out in the table below. This information will be of considerable value to the reviewing process. As previously stated, we appreciate that many submissions have broad reference and thus fit many topic areas, but we ask you to make an informed judgement of up to two topics that represent the most appropriate categories. Remember that you can also make use of the three Keywords to clarify further what else your submission covers.

TOPICS (19)	Examples of Topic
1) Careers and the labour market	Aging workforce Career guidance Career planning Career transitions Employability Employee mobility Generational studies Job insecurity Occupational choice Part-time and temporary work Retirement Unemployment Voluntary work Working internationally Youth employment
2) Communication and relationships	Co-operation and collaboration Employee communications Negotiation and mediation Influencing skills Interpersonal communications Public relations Voice
3) Creativity, innovation and risk-taking	Attitudes to risk-taking Collaborative innovation Creative traits Entrepreneurial behaviour Generating ideas Identifying risk and opportunity Lateral thinking Types of creativity
4) Diversity and inclusion	Age discrimination Equal opportunities Ethnic minorities Gender balance Managing diversity Neurodiversity Organizational justice Racism at work Sexual and gender identities Unconscious bias Unfair discrimination
5) Engagement and motivation	Counter productive work behaviours Discretionary effort Employee attitudes Incentives and rewards Loyalty and retention Organizational commitment Organizational citizenship Performance management Recognition schemes
6) Group dynamics	Conformity and individuality Decision-making in teams Group processes Team effectiveness Team roles

7)	Leadership	Abusive leadership Authentic leadership Charismatic leadership Constructive and destructive leadership Leadership competencies Leadership styles Leading change Motivational leadership
8)	Organizational design and development	Business strategy Change management Climate and culture Decision-making and control Job characteristics Job crafting and work design Job evaluation Organizational diagnostics Organizational governance Organizational politics Organizational structure Mergers and acquisitions Multi-cultural organizations
9)	Personality and emotions	Anger management Emotional capital Emotional intelligence Emotional labour Extreme personalities Self-Awareness Management of emotion Models of personality Mood enhancing interventions Optimism and self-confidence Positive and negative feelings
10)	Professional affairs	Career pathways Communicating best practice Continuing professional development Developing a community of WOPs Emerging themes in WOP Evidence-based practice History of WOP Influencing governmental policy Professional membership bodies Promoting our profession Postgraduate supervision Role of EAWOP Rules and regulation Standards and ethics Structure of the psychological workforce Training and qualifications in psychology
11)	Recruitment, assessment, and selection	Assessment centres Candidate perceptions Interviews Job analysis Job applications Outcomes of process Person-job fit Person specifications Psychometric tests Realistic job previews Talent acquisition

12) Research methods	Big data Collecting data Getting published Literature searches Meta-analysis Qualitative methods Research design Research ethics Statistical methods
13) Safety at work	Hazardous environments Safeguarding and protecting Safety climate and culture Screening and surveillance Risk management
14) Social and political	Climate change Conflict and war Employment law Environment and sustainability Government ethics Meaningful work Migration Political extremism Poverty and deprivation Religious intolerance Terrorism Workers' rights
15) Stress and dysfunction	Addiction and recovery Bullying Complaints and whistleblowing Conflict Hazardous environments Job demands Stress and burnout Suicidal behaviour
16) Technology	Artificial intelligence Computer gaming Computerised testing Human-machine-systems Mobile technology Socio-technical approaches Video conferencing Virtual reality
17) Training and development	Blended learning Coaching models Continuing professional development Development centres Evaluation of Training High-potential programmes Identifying training needs Leadership development Mentoring Self-development Skills training Talent management Teaching methods
18) Well-being	Coping and social support Employee welfare Exercise and fitness Fulfilment and self-actualisation Happiness at work Healthy eating Job satisfaction Mental health

	Mindfulness and meditation Recovery and unwinding Resilience and adaptability Sickness absence and presenteeism Therapeutic interventions Thriving at work Work-life balance
19) Work patterns and conditions	Commuting and travel Flexible hours Physical work environment Psychological contract Remote working Shift patterns Temporary and fixed-term contracts Trades unions Working in the gig economy